



Fort Collins

1550 Blue Spruce Drive
Fort Collins, CO 80524
970.484.7498 | n2n.org

ADMISSION AND OCCUPANCY POLICY

The following abbreviated criteria are used when approving persons for residency at any Neighbor to Neighbor Property. These criteria apply to every applicant who wishes to reside in our properties. Apartments become available when they are ready to rent. Applications must be filled out completely in order to be considered and are considered on a first come, first served basis. We adhere to fair housing laws. If negative information is found in any category, the applicant is subject to denial. For complete resident selection criteria please visit Neighbor to Neighbor's office located at 1550 Blue Spruce Drive, Fort Collins, Co 80524.

Government Issued Photo Identification Required **Proof that all members of the household can legally live** **in The United States of America**

Credit History

1. All applicants must be at least 18 years of age in order to rent.
2. Any bankruptcy proceedings must be finalized prior to signing a lease.
3. Any collection due to non-payment to previous landlords is cause for denial.
4. Any collection due to non-payment of utility bills is cause for denial.
5. Any collection for unpaid child support is cause for denial.

(Exception can be made on a case-by-case basis for 3, 4, & 5 if extenuating circumstances exist and applicant is rectifying the non-payment)

Income

1. All applicants must prove their actual household income.
2. All applicants must meet income guidelines to qualify. (Limits vary according to family composition and property guidelines.)

Rental/Landlord History

1. All applicants must provide two positive landlord references. (Exceptions can be made for applicants with no landlord experience; personal references will then be required.)
2. Applicants must prove that previous rental payments were made on time and without demand for the past year. (Extenuating circumstances may be considered.)
3. All applicants must prove they respect their neighbors and show care for the landlord's property.
4. All applicants must have satisfactorily completed their previous rental contracts.

Criminal Record

1. Criminal background checks will be conducted on all applicants over the age of 18 who will occupy the unit.
2. The application will be rejected if there are any outstanding warrants.
3. Cause for the application to be rejected includes a conviction for any of the following:
 - a. Any felony conviction
 - b. Illegal drug activity or gang involvement of any kind
 - c. Any violent act against another person
 - d. Vandalism, Arson, Etc.

